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SEI Filing Part 1

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2012 SEI FILING: FILING METHODS, FORMS, DEADLINES & LOCATIONS

The State Ethics Commission is pleased to announce the availability of a fillable web form *and* electronic Statement of Economic Interest (SEI) filing. Most filers can choose any of the three options. However, candidates for elected offices covered by the State Government Ethics Act may choose only manual or fillable; electronic filing is not available to candidates. For individuals who filed a 2011 SEI, the Commission is also providing a "No Change Form."

The purpose of this newsletter is to acquaint you with these filing options, forms, deadlines, and filing locations. Subsequent newsletters will provide answers to some of the most frequently asked questions about SEI filing.

MOST FILERS

If you *are a candidate for Governor, Lt. Governor, Council of State, Justice, Judge, District Attorney, or Clerk of Court, please go to Section II.* If you are *not a candidate*, the following options are available:

A. FILING METHODS. You may choose to file by one of the following methods:

1. **Manually.** By completing the form by hand, signing and filing it with the Commission.
2. **Fillable.** You may complete the form online, print, sign and file it with the Commission. In order to access the fillable web form, you must obtain an NCID user id and password.
3. **Electronic.** You may complete and file the form electronically. In order to access the electronic filing web form, you must obtain an NCID user id and password.

B. FORM.

1. **2012 SEI No Change Form.** If you filed a 2011 SEI *and* you have had no changes since your 2011 filing, you may file a No Change Form.
2. **2012 Long Form.** If either of the following apply to you, you *must* file a Long Form:
 - a. You filed a 2011 SEI but you have had changes since your 2011 filing; or,
 - b. You are a first time filer.

C. DEADLINE & FILING LOCATION. For *all* filers *other than candidates*, the filing deadline is **Monday, April 16, 2012**. For manual and fillable web form filers, you **must** file your **original, signed** SEI with the State Ethics Commission, postmarked or hand-delivered on or before April 16, 2012.

LINK TO FORMS & INSTRUCTIONS FOR MOST FILERS:

<http://www.ethicscommission.nc.gov/sei/blankForm.aspx>

***For Filers Using the Fillable or Electronic Methods:
Make sure to review the instructions before beginning!***

CANDIDATES

If you *are a candidate for Governor, Lt. Governor, Council of State, Justice, Judge, District Attorney, or Clerk of Court*, the following options are available:

A. FILING METHODS. You may choose to file by one of the following methods:

1. **Manually.** By completing the form by hand, signing and filing with the appropriate board of elections.
2. **Fillable.** You may complete the form online, print, sign and file it with the appropriate board of elections. In order to access the fillable web form, ***you*** must obtain an NCID user id and password.

B. FORM.

1. **2012 SEI No Change Form.** If you filed a 2011 SEI ***and*** you have had no changes since your 2011 filing, you may file a No Change Form.
2. **2012 Long Form.** If either of the following apply to you, you ***must*** file a Long Form:
 - a. You filed a 2011 SEI but you have had changes since your 2011 filing; or,
 - b. You are a first time filer.

C. DEADLINE & FILING LOCATION. Candidates must file the completed SEI at the same location and in the same manner as the notice of candidacy. The SEI must be filed within 10 days of the filing deadline. For information on locations and filing deadlines, contact the State Board of Elections at <http://www.ncsbe.gov/> or (919) 733-7173.

LINK TO FORMS & INSTRUCTIONS FOR CANDIDATES:

<http://www.ethicscommission.nc.gov/sei/blankForm.aspx?candidate=Y>

***For Filers Using the Fillable Method:
Make sure to review the instructions before beginning!***

In the coming weeks, the Commission is also planning to schedule training sessions on using the new forms. The dates, times and locations will be forwarded to you as soon as they are scheduled. As always, the State Ethics Commission staff is here to help. Attached to this newsletter is an SEI Unit contact sheet. Please do not hesitate to contact the Commission staff if you have any questions or need additional information.

SEI UNIT CONTACT INFORMATION

Phone: (919) 715-2071
Fax: (919) 715-1644
E-mail: SEI@doa.nc.gov

SEI UNIT ADVICE STAFF:

- Teresa Pell, SEI Attorney
- Beth Carpenter, Administrative Assistant
- Anitra Hill, Administrative Assistant
- Lisa Johnson, Paralegal

OBTAINING OR USING AN NCID: Contact ITS (Information Technology Services) directly at:

Phone: (919)754-6000
Toll Free: (800)722-3946
Email: its.incidents@its.nc.gov

Additional Resources:
<https://www.ncid.its.state.nc.us/>

QUESTIONS ABOUT USING THE FILLABLE OR ELECTRONIC FILING WEB FORM: Contact Beth Carpenter or Teresa Pell:

Phone: (919) 715-2071
Fax: (919) 715-1644
E-mail: SEI@doa.nc.gov

QUESTIONS ABOUT THE CONTENTS OF THE FORM:

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